



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	<b>BOARD OF ARCHITECTS</b>
MEETING DATE AND TIME:	<b>Wednesday, May 4, 2011 at 1:30 p.m.</b>
PLACE:	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
MINUTES APPROVED:	<a href="#">June 1, 2011</a>

**MEMBERS PRESENT**

Joseph Schorah, Public Member, Secretary  
Kevin Wilson, RA, Professional Member  
John Mateyko, RA, Professional Member  
Peter H. Jennings, RA, Professional Member  
Prameela Kaza, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Andrew Kerber, Deputy Attorney General  
Nicole M. Williams, Administrative Specialist II

**ABSENT**

Jean McCool, RA, Professional Member  
Elizabeth Happoldt, Public Member  
Brian Lewis, Public Member  
Kenneth Freemark, RA, Professional Member, President

**OTHERS PRESENT**

Nancy Payne of the Delaware AIA

**1.0 Call to Order**

The Board President was not in attendance; therefore Mr. Schorah presided over the meeting. Mr. Schorah called the meeting to order at 1:39 p.m.

**2.0 Review and Approval of Minutes**

The Board reviewed the minutes of the May meeting. Mr. Jennings made a motion to accept the minutes as submitted, seconded by Ms. Kaza. Motion carried unanimously.

### **3.0 Unfinished Business**

Hearing date for Complaint 07-02-09: J. Matthew Pearson Continued until 9/7/2011

Ms. Williams advised the Board that this hearing has been continued to September as the State did not object the continuance request. There was no further discussion on this matter by the Board.

Final Denial of Reversed Decision for Licensure by Direct Application for Raymond Cavaleri: Does not meet the degree requirement - Correspondence from the State of Michigan Board of Architects

Ms. Williams explained the situation regarding Mr. Cavaleri for the Board. Mr. Cavaleri did not meet the degree requirement therefore the Board had to rescind Mr. Cavaleri's approval of his license and propose to deny his application allowing him the opportunity to have a hearing before the Board. The State of Michigan had a hearing for Mr. Cavaleri regarding his degree as well and they determined that Mr. Cavaleri did not meet their degree requirement and denied him licensure. Ms. Williams stated that Mr. Cavaleri has not contacted the Board to request a hearing. Mr. Mateyko made a motion for final denial of Mr. Cavaleri's application for licensure, seconded by Mr. Wilson. Motion carried unanimously.

### **4.0 New Business**

Review of Certificate of Authorization Applications – See attached Listing

Mr. Jennings made a motion to ratify the COA listing, seconded by Mr. Mateyko. Mr. Wilson inquired about Element Design Group who previously was not granted an extension for applying for the COA as they did not have a DE architect on record at that time. Ms. Williams stated that Element Design Group now employs a DE Architect although when they previously applied for a COA the architect they had on file was not yet licensed in DE and later was denied a license. There was no further discussion by the Board. Mr. Schorah restated the motion on the floor by Mr. Jennings and Mr. Mateyko seconded the motion. Motion carried unanimously.

Review of Reciprocity Applications – NCARB Certificate – Ratify Listing

Michael Black  
Charles Goodman  
Brian Laug

Mr. Jennings made a motion, seconded by Mr. Wilson to ratify the listing of approved NCARB certified architects. Motion carried unanimously.

Review of Reciprocity by Direct Application: Lance Kraemer

Mr. Wilson reviewed the application. Ms. Williams stated that Mr. Kraemer received a monetary fine in the State of NJ for unlicensed practice, but his NJ license is currently active and he is in good standing in the State of PA as well. Mr. Wilson advised the application is in order and made a motion to approve Mr. Kraemer for licensure, seconded by Mr. Jennings. Motion carried unanimously.

Update ARE Concurrency in Delaware

Mr. Jennings provided an update to this issue. He proposed that DE requires one year of the IDP to be complete before being allowed to sit for the ARE exam for the rules and regulations. Mr. Jennings reminded the Board that Ms. Williams discussed the direct

registration through NCARB to take the ARE exam at the last meeting. He further added he would like to wait until after the annual meeting to begin drafting the revised regulations. Mr. Schorah inquired if after the annual meeting can the Board present a draft of the revised rule changes for Mr. Kerber to review. Mr. Jennings advised that Mr. Wilson will be assisting him in drafting the revised regulations. MR. Mateyko inquired if Ms. Williams saw any repercussions from doing direct registration. Ms. Williams advised that since the IDP is already completed through NCARB, requiring direct registration to take the ARE exam will streamline the process for both the exam candidate and the Board office procedures. Mr. Mateyko and Mr. Wilson had no objections to the proposed rules revisions regarding the IDP and ARE exam process. The Board will review this matter again after the annual meeting. There was no further discussion.

#### Update NCARB Regional Meeting Report

Ms. Williams advised that this matter was on the April agenda and Mr. Freemark had inquired to have it added again to this month's agenda. The Board stated that since Mr. Freemark requested this agenda item he should be present for his comments. Therefore the Board did not discuss this matter and will discuss at the June meeting.

#### Review of Continuing Education Transcript for William Byler for HSW Credits

Ms. Williams stated that Mr. Byler requested that the Board review his CE credits he received to determine if the credits applied count for Health Safety and Welfare. Mr. Mateyko reviewed the transcript and stated that Mr. Byler will need to contact the company directly and request HSW credits for the courses as the Board cannot make that determination. Ms. Williams will send the Board's response to Mr. Byler.

#### **5.0 Other Business Before the Board (for discussion only)**

Ms Williams advised the Board to state for the record who will be meeting with Mr. Collins and Mr. Nickerson regarding the complaint process as discussed at a prior meeting. Mr. Mateyko, Mr. Freemark, and Mr. Jennings will be meeting with Mr. Collins and Mr. Nickerson. Ms. Williams will notify Mr. Collins and ask if the meeting date and time could be June 1<sup>st</sup>, prior to the actual meeting time, preferably around 10 a.m. on June 1<sup>st</sup>. Ms. Williams will follow up with the three Board members that will be attending.

Mr. Jennings asked the Board if any additional members would be able to attend the annual conference. Mr. Jennings will contact Mr. Freemark to see if he will be able to attend. Mr. Jennings added that NCARB will fund for a Board member administrative staff to attend if the State will not be able to fund the administrative person to attend. There was no further discussion.

#### **6.0 Public Comment**

There was no public comment.

#### **7.0 Next Scheduled Meeting**

The next meeting will be held on June 1, 2011 at 1:30 p.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### **8.0 Adjournment**

With no further business before the board, Ms. Kaza made a motion to adjourn the meeting, seconded by Mr. Mateyko. The motion carried unanimously. The meeting adjourned at 2:06 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Nicole M. Williams". The signature is written in a cursive style with a large, stylized "N" and "W".

Nicole M. Williams  
Administrative Specialist II